PACER
U.S. Party/Case Index
--

User Manual

U.S. Party/Case Index

User Manual

Table of Contents

1. U.S. Party/Case Index

1.1 Introduction

Electronic public access services have expanded rapidly throughout the federal judiciary in the past few years. As of February 1, 1997, a total of 183 courts, consisting of 202 databases, offer electronic public access (EPA) services through the PACER Service Center. The 183 courts consist of 8 appellate, 85 district, 89 bankruptcy courts and the Court of Federal Claims. The public demand for these services has increased, both in terms of the number of registrants, now exceeding 30,000, and the amount of actual usage, now exceeding over 2,500,000 calls per annum. Several hundred registrants regularly review large numbers of cases in many jurisdictions. Some of these registrants, in particular organizations tracking regional or national bankruptcy, civil or criminal litigation have requested more efficient methods to retrieve case information from multiple court jurisdictions.

The Judiciary has undertaken a project to fulfill this need. The U.S. Party/Case Index is a national index for the United States appellate, district and bankruptcy courts. Subsets of data will be collected from each court and transferred to the PACER Service Center. Electronic public access users will dial into the U.S. Party/Case Index and be allowed to perform searches. The index will serve as a locator index for the users of the federal judiciary EPA services. The U.S. Party/Case Index will allow users to search by name or social security number in the bankruptcy index, name or nature of suit in the civil index, defendant name in the criminal index, and party name in the appellate index.

1.2 What Is Needed

The user will need the following items to access this system. If there is a problem with your in-office equipment and software, contact your equipment vendor (the PACER Service Center cannot provide assistance).

1. Computer -- A computer allows the user to save downloaded data (case information) onto a disk for later review, printing, or even editing (such as with a word processor). You must also have a computer to run some type of communication software.

2. Printer -- A printer is indispensable for obtaining a "hard copy" of the information you received. It is much easier to read a printed version, and it can serve as a file document for later reference.

3. Modem -- Currently 9600 or faster baud modems are acceptable. Use the fastest speed possible. It makes the system easier to use, particularly for downloading large lists of cases.

1.3　Technical Specifications

The U.S. Party/Case Index system is set for 8 data bits, 1 stop bit and no parity with vt100 terminal emulation. Other than that, it is pure ASCII.

1.4　Saving Information

The U.S. Party/Case Index will allow you to view, print, capture or download search results. While viewing the information online, you may perform print screens to receive hard copies of the information, however the PACER Service Center does not recommend this method. The print option will direct the entire output to a slave printer. This option will not function properly if the print jobs on your PC are directed to a network printer.

Capturing or downloading is a much more efficient way to save the information retrieved during searches on the U.S. Party/Case Index. To capture information follow these procedures.

1. At the prompt to "[v]iew, [p]rint, [c]capture, [d]ownload or [q]uit:", turn the capture to disk or capture to printer feature on. This is a function of your communications software.

. Enter "c" and press the <Enter> key. All the information you requested will scroll on the screen. At the same time your communications software will save the information to disk or send it directly to the printer depending on what you have chosen.

. When the information has stopped scrolling, give the command to turn off the capture.

. To view the information you have saved to disk, exit the U.S. Party/Case Index and disconnect the phone line. On your PC, open the file the information was saved to in a text editor or wordprocessor. You may edit or print the information from there. This is all done offline, thus significantly reducing the cost.

To download the information:

. At the prompt to "[v]iew, [p]rint, [c]capture, [d]ownload or [q]uit:", enter "d" and press the <Enter> key.

. You will be prompted by "download using [x]modem or [z]modem, or [q]uit". Type the appropriate letter for the protocol you will be using to download the file and press the <Enter> key.

. Invoke the receive command of your communications software.

.   To view the information you have downloaded, exit the U.S. Party/Case Index and disconnect the phone line. On your PC, open the file the information was saved to in a text editor or wordprocessor. You may edit or print the information from there. This is all done offline, thus significantly reducing the cost.

1.5   Printing

When using the print option of the U.S. Party/Case Index, all hardware-specific codes have been removed from the output. The advantage to this is no matter what sort of printer or terminal/computer used, there should be few problems printing the report. The output is formatted to be suitable for standard 8.5" x 11" paper. The print option of the U.S. Party/Case Index will not work if the default printer you are using is a network printer. You will need to use one of the other methods of saving the information.

1.6   Information Currency

The U.S. Party/Case Index system runs on a computer located in San Antonio, Texas. While this allows the courts to centralize the data, it does have a slight penalty in information currency. The inquiry computer is updated from the host computer once a day. This update will include all changes made the previous day, and will normally be done early in the morning.

Case filings and updates will not appear on the U.S. Party/Case Index system until the day after they are entered on the main court computer. Of course, technical difficulties may cause delays which are somewhat longer.   There is a menu option which displays the currency of the data from each court.

1.7   Cost

The U. S. Congress has given the Judicial Conference of the United States, the judicial governing body for the U.S. Federal Courts, authority to impose user fees for electronic access to case information. All registered agencies or individuals will be assessed the charge of $.60 per minute of access time. Billing begins upon a successful login and fees accrue until the session is terminated by the user or there is an abnormal exit. An abnormal exit is defined as turning off the modem in mid-transmission, losing the carrier, etc.

1.8   Billing

The PACER Service Center sends quarterly statements. The statement will be broken down by court and individual login with a client code, time in, time out, and total time for each transaction (Please note, the client code will not appear on the bill unless the user enters it at the beginning of each session).

If you believe there is an error on your statement, please write to the PACER Service Center, P.O. Box 780549, San Antonio, Texas 78278-0549. All requests for credit must be submitted in writing. In your correspondence, provide us with your name, account number, and the dollar amount of the suspected error(s) together with a copy of the portion of the statement in question highlighting the disputed amounts. Please provide the reason for each credit being requested. When the PACER Service Center receives your request, you will be contacted by a representative.

1.9   Time Limits

There is an "idle time" limit (how long the user can just let it sit there before it complains) of 10 minutes as well as a "session time" limit (how long the session can last) of one hour.

1.10   Hot Key Exit

The <Ctrl X> combination will exit the system immediately. The <Ctrl X> key combination will work at all points within the U.S. Party/Case Index.

1.11   Other Limits

The U.S. Party/Case Index has 24 dial in lines with 33.6 bps modems which allows 24 simultaneous users. The 24 dial in lines are set on an automatic rotary so busy signals should not be a problem.

1.12   Registration

If you have a valid login and password to access PACER, it will automatically be activated on the U.S. Party/Case Index. If you do not have a valid login and password or you experience difficulties accessing the system, contact the PACER Service Center at (800) 676-6856.

1.13   When?

Dial in access to electronic information is virtually around-the-clock.

1.14   Do all courts participate?

All courts may not be available initially on the U.S. Party/Case Index, but an option of the index will provide a list of courts which are currently available online with the date range of the information. All courts which use the billing services of the PACER Service Center will eventually participate in the U.S. Party/Case Index. The following is a list of courts which do not plan to participate in the U.S. Party/Case Index: the bankruptcy courts of Guam, Idaho, Indiana Southern, Northern Mariana Islands, and Tennessee Middle; the district courts of Arkansas Western, Guam, Idaho, Indiana Southern, Northern Mariana Islands, Nevada, Pennsylvania Eastern, and Wisconsin Eastern; and the 5th, 6th, 7th, 11th, and Federal circuits.

. How to Access the System

2.1 Connecting

To use this system, just follow the steps in this checklist.

1. **Set up Equipment** -- Follow the standard startup procedure for your PC. Make sure your modem is turned on and plugged in to your computer and telephone line. The user must communicate at 9600 or faster baud, 8 data bits, one stop bit, and no parity with vt100 terminal emulation. This standard setup may already be the default for your system.

2. **Dial the U.S. Party/Case Index Number** -- Use the modem to dial the U.S. Party/Case Index public access system: (800) 974-8896 or (210) 530-6320, if you reside in the San Antonio area. A login prompt shortly after the connection is made should be received. If the login prompt does not appear after connection, hit the <enter> key or send a break.

3. **Log In** -- Enter the user name and password provided by the PACER Service Center. Logins should be entered in lower case letters. If you have not been issued a login and password contact the PACER Service Center at (800) 676-6856 Monday through Friday 8 a.m. to 5 p.m. CST.

2.2   What Should I See Upon Login?

1.   The following notice will be displayed upon successful login. Read the notice and press the <Enter> key.

> ************************* N O T I C E *************************
> THIS SYSTEM IS FOR THE USE OF AUTHORIZED USERS ONLY.
> Individuals using this computer system without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel.
>
> In the course of monitoring individuals improperly using this system, or in the course of system maintenance, the activities of authorized users may also be monitored.
>
> Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials.
> **
> (EOF)Acknowledge Notice >

2.   A message of the day will be displayed. Read the message and press the <Enter> key. The billing clock will begin at the "PACER billing activated!" message.

.   You will be prompted to enter a client code. The client code will appear on your statement.

.   The following main menu will appear:

```
                    PACER SERVICE CENTER
                    U.S. PARTY/CASE INDEX
                    Main Information Menu

           1) Bankruptcy Information Menu
           2) Civil Information Menu
           3) Criminal Information Menu
           4) Appellate Information Menu
           5) Date Ranges of the Information Provided
           6) Court Code List
           7) Courts Not Included in Index
           8) Message Center
           9) General Information and Bulletins
           10) Review Billing History
           11) Change Your Password

          99) Exit

           Your selection->
```

5.   Select a menu item by typing the appropriate number and pressing the <Enter> key.

2.3   Name Searches

There are two types of name searches in the U.S. Party/Case Index. The first is a name search for a party exactly as it is typed with a wildcard at the end (For example, searching "mitchell, j" could find all the parties that begin with mitchell, j such as "mitchell, james; mitchell, jill; and mitchell, john). The second is a keyword name search which wildcards both the beginning and the end of the name (For example, searching "chevrolet" could find all the parties that have chevrolet anywhere in the name such as "bill smith chevrolet; chevrolet dealers association; and johnson chevrolet). The keyword search will be much slower. A party name search will not be a keyword search unless specifically designated as such in the menu.

It is imperative to search for the name the same way that it was originally entered by the docket clerk in each court. Here are some ways to make searching by name easier.

In any court, there are a number of people who enter cases into the computer. There can be some variations in how a name is entered.   Therefore, several searches may be necessary to find a party of interest. For example, the United States Air Force could be entered in several ways:

- United States Air Force
- U.S. Air Force
- U.S.A.F.
- Air Force

It is possible to search the U.S. Party/Case Index using any of the parties in the case. However, names which represent very active litigants (such as "USA") are not good choices. The solution is to use a unique litigant to find the case of interest. If, for example, when searching for a case of John Q. Watchburg vs. USA, search on the name "Watchburg" rather than on the too common "USA".

2.4   Selecting a Portion of the Country to Search

While performing searches, the U.S. Party/Case Index will prompt you for the portion of the country you wish to search. You may search all courts within a state, several states, a circuit, several circuits, or all courts participating in the U.S. Party/Case Index.

A menu similar to the following with appear:

```
Courts to select:
1   FIRST CIRCUIT            22  GEORGIA             43  NEW MEXICO
2   SECOND CIRCUIT           23  HAWAII              44  NEVADA
3   THIRD CIRCUIT            24  IOWA                45  NEW YORK
4   FOURTH CIRCUIT           25  ILLINOIS            46  OHIO NORTHERN
5   FIFTH CIRCUIT            26  INDIANA             47  OKLAHOMA
6   SIXTH CIRCUIT            27  KANSAS              48  OREGON
7   SEVENTH CIRCUIT          28  KENTUCKY            49  PENNSYLVANIA
8   EIGHTH CIRCUIT           29  LOUISIANA           50  PUERTO RICO
9   NINTH CIRCUIT            30  MASSACHUSETTS       51  RHODE ISLAND
10  TENTH CIRCUIT            31  MARYLAND            52  SOUTH CAROLINA
11  ELEVENTH CIRCUIT         32  MAINE               53  SOUTH DAKOTA
12  ALASKA                   33  MICHIGAN            54  TENNESSEE
13  ALABAMA                  34  MINNESOTA           55  TEXAS
14  ARKANSAS                 35  MISSOURI            56  UTAH
15  ARIZONA                  36  MISSISSIPPI         57  VIRGINIA
16  CALIFORNIA               37  MONTANA             58  VIRGIN ISLANDS
17  COLORADO                 38  NORTH CAROLINA      59  VERMONT
18  CONNECTICUT              39  NORTH DAKOTA        60  WASHINGTON
19  DIST. OF COLUMBIA        40  NEBRASKA            61  WISCONSIN
20  DELAWARE                 41  NEW HAMPSHIRE       62  WEST VIRGINIA
21  FLORIDA                  42  NEW JERSEY          63  WYOMING
Enter the number of the state or region, RETURN for all, (e)xit or (h)elp.
Selection:
```

To search all courts, type "a" at the selection prompt, or press <Enter>. To search all courts within a particular state (i.e. Texas) type the number corresponding to the state and press <Enter> or type the state postal abbreviation of the state to select (i.e. TX for Texas).   To search all courts within a particular circuit (i.e. First Circuit) type the number corresponding to a particular circuit and press <Enter>. Press "q" and <Enter> to return to the selection prompt.

It is possible to customize a search for multiple states. List the number of each court with a space in between each number to select multiple courts. For example, to search Louisiana, New Mexico, and Texas type 29 43 55 and press <Enter>. You may also use the state postal abbreviations for customized searches. It is not possible to search individual districts within a state using the U.S. Party/Case Index.

2.5   Getting More Information on a Case

If you would like access to more information on a particular case you have found while searching the U.S. Party/Case Index, you will need to disconnect(hang up) and call the particular court's PACER machine where the case you are interested in is located. If you are not currently registered for a particular court, contact the PACER Service Center to add the court to your current login. You may also register for courts and receive modem numbers online by dialing into the PACER Service Center BBS at (800) 214-0847. Your current login and password will work on the BBS. There is no charge for access to the BBS.

2.6   Getting Answers to Questions

If there are questions about the information on the U.S. Party/Case Index contact the PACER Service Center at (800) 676-6856, M-F 8 a.m. to 5 p.m. CST. You may also send questions to the PACER Service Center via email to pacer@aottsd.uscourt.gov. The PACER Service Center does not have the resources to provide extensive technical assistance for trouble with PC communications or other problems.   Please contact your PC vendor or local systems technician if basic difficulties are occurring using a terminal or computer equipment.

2.7   Hanging Up the Phone Connection

Please remember that your equipment is responsible for closing the communications with the U.S. Party/Case Index system. In some PC environments, such as Windows, it is possible to go from one project to another without hanging up a COM line connection. If you do switch to another activity and the U.S. Party/Case Index system encounters some problem, your phone line could still be engaged. If this were a toll call, the "meter" might stay running on your call long after you thought your session was complete. Please be sure that at the end of each session you go back to the main menu and choose the logoff option then hang up the line on your end.

.   Searching

3.1   Bankruptcy Name or Social Security/TIN Search

3.1.1 Performing a Bankruptcy Name Search

1.   Choose option "1) Bankruptcy Information Menu" from the main menu.

.   Choose the appropriate option from the Bankruptcy Information Menu. For more information on name searches see Section 2.3 Name Searches.

> **1) Party Name or SSN Search** - searches for a party name with a wildcard at the end of the name.
> **2) Party Name or SSN Search with Case Title** - same as option one above but displays case title with the results of the search.
> **3) Party Name Keyword Search** - searches for a party name with a wildcard at the beginning and the end of the name. This option is much slower than option number one.
> **4) Party Name Keyword Search with Case Title** - same as option three above but displays case title with the results of the search.

3.   Type a name of a company or individual and press the <Enter> key at the prompt. The name search is not case sensitive. Enter individual names in last name, first name format. Attorneys and judges may <u>not</u> be searched using the U.S. Party/Case Index. See section 2.3 Name Searches for more information.

.   The U.S. Party/Case Index will prompt you for the portion of the country you wish to search. You may search all bankruptcy courts within a state, several states, a circuit, several circuits, or all courts participating in the U.S. Party/Case Index. See section 2.4 Selecting a portion of the Country to Search for more information.

.   The search will be performed and you will be prompted for your preference of how to view the data. You may view the data online, send the data directly to a printer, scroll the data no-stop in order to capture the information to a file, or download the data using X or Z protocol. See section 1.4 Saving Information for more details about viewing, printing, capturing, and downloading.

.   The search will produce a list of cases that match the search criteria you have entered. The U.S. Party/Case Index will display the party name, court in which the case is located, case number, filing date, and chapter for each hit.

The court in which the case is located will be an abbreviation like TXW for the Texas Western Bankruptcy Court. The first two letters will be the postal abbreviation of the state the case is from with the following letter indicating the district within the state (C for central district, E for eastern district, M for middle district, N for northern district, S for southern district, and W for western district). For more information on a case from the list, you must dial into that particular courts PACER machine. See section 2.5 Getting More Information on a Case.

3.1.2 Performing a Bankruptcy Social Security or Tax ID Number Search

1.   Choose option "1) Bankruptcy Information Menu" from the main menu.

.   Choose the appropriate option from the Bankruptcy Information Menu.

>   **1) Party Name or SSN Search**
>   **2) Party Name or SSN Search with Case Title** - same as option one above but displays case title with the results of the search.

.   Type a social security or tax identification number at the prompt. Enter social security numbers in XXX-XX-XXXX format. Enter tax identification numbers in XX-XXXXXX format. The dashes must be entered. A partial social security number or tax identification number is acceptable but not recommended.

.   The U.S. Party/Case Index will prompt you for the portion of the country you wish to search. You may search all bankruptcy courts within a state, several states, a circuit, several circuits, or all courts participating in the U.S. Party/Case Index. See section 2.4 Selecting a Portion of the Country to Search for more information.

.   The search will be performed and you will be prompted for your preference of how to view the data. You may view the data online, send the data directly to a printer, scroll the data no-stop in order to capture the information to a file, or download the data using X or Z protocol. See section 1.4 Saving Information for more details about viewing, printing, capturing, and downloading.

.   The search will produce a list of cases that match the search criteria you have entered. The U.S. Party/Case Index will display the party name, court in which the case is located, case number, filing date, and chapter for each hit.

       The court in which the case is located will be an abbreviation like TXW for the Texas Western Bankruptcy Court. The first two letters will be the postal abbreviation of the state the case is from with the following letter indicating the district within the state (C for central district, E for eastern district, M for middle district, N for northern district, S for southern district, and W for western district). For more information on a case from the list, you must dial into that particular courts PACER machine. See section 2.5 Getting More Information on a Case.

3.2   Civil Name Search

.   Choose option "2) Civil Information Menu" from the main menu.

.   Choose the appropriate option from the Civil Information Menu. For more information on name searches see Section 2.3 Name Searches.

>   **1) Party Name Search** - searches for a party name with a wildcard at the end of the name.
>   **2) Party Name Search with Case Title** - same as option one above but displays case title with the results of the search.
>   **3) Party Name Keyword Search** - searches for a party name with a wildcard at the beginning and the end of the name. This option is much slower than option number one.
>   **4) Party Name Keyword Search with Case Title** - same as option three above but displays case title with the results of the search.

.   Type a name of a company or individual and press the <Enter> key at the prompt. The name search is not case sensitive. Enter individual names in last name, first name format. Attorneys and judges may <u>not</u> be searched using the U.S. Party/Case Index. See section 2.3 Name Searches for more information.

.   The U.S. Party/Case Index will prompt you for the portion of the country you wish to search. You may search all district courts within a state, several states, a circuit, several circuits, or all courts participating in the U.S. Party/Case Index. See section 2.4 Selecting a Portion of the Country to Search for more information.

.   The search will be performed and you will be prompted for your preference of how to view the data. You may view the data online, send the data directly to a printer, scroll the data no-stop in order to capture the information to a file, or download the data using X or Z protocol. See section 1.4 Saving Information for more details about viewing, printing, capturing, and downloading.

.   The search will produce a list of cases that match the search criteria you have entered. The U.S. Party/Case Index will display the party name, court in which the case is located, case number, filing date, and nature of suit for each hit.

The court in which the case is located will be an abbreviation like TXW for the Texas Western District Court. The first two letters will be the postal abbreviation of the state the case is from with the following letter indicating the district within the state (C for central district, E for eastern district, M for middle district, N for northern district, S for southern district, and W for western district). For more information on a case from the list, you must dial into that particular courts PACER machine. See section 2.5 Getting More Information on a Case.

3.3   Civil Nature of Suit Search

.   Choose option "2) Civil Information Menu" from the main menu.

.   Choose option "5) Nature of Suit Search" from the civil information menu.

.   To search a single nature of suit code enter the nature of suit number (i.e. 110) and press the <Enter> key at the prompt. To search multiple nature of suit codes at one time place a space between each code in a list and press the <Enter> key (i.e. 110 120 130). To search a range of nature of suit codes place a dash between the beginning and end of the range (i.e. 110-130) and press the <Enter> key.

.   The U.S. Party/Case Index will prompt you for the portion of the country you wish to search. You may search all district courts within a state, several states, a circuit, several circuits, or all courts participating in the U.S. Party/Case Index. See section 2.4 Selecting a Portion of the Country to Search for more information.

.   You can narrow your search further by year. The U.S. Party/Case Index will prompt you to search the current year, the prior year, or all years. Type "c" for the current year, "p" for the prior year, or "a" for all years and press <Enter>.

.   The search will be performed and you will be prompted for your preference of how to view the data. You may view the data online, send the data directly to a printer, scroll the data no-stop in order to capture the information to a file, or download the data using X or Z protocol. See section 1.4 Saving Information for more details about viewing, printing, capturing, and downloading.

.   The search will produce a list of cases that match the search criteria you have entered. The U.S. Party/Case Index will display the party name, court in which the case is located, case number, filing date, and nature of suit for each hit.

            The court in which the case is located will be an abbreviation like TXW for the Texas Western District Court. The first two letters will be the postal abbreviation of the state the case is from with the following letter indicating the district within the state (C for central district, E for eastern district, M for middle district, N for northern district, S for southern district, and W for western district). For more information on a case from the list, you must dial into that particular courts PACER machine. See section 2.5 Getting More Information on a Case.

3.4   Criminal Name Search

.   Choose option "3) Criminal Information Menu" from the main menu.

.   Choose the appropriate option from the Criminal Information Menu. For more information on name searches see Section 2.3 Name Searches.

> **1) Party Name Search** - searches for a party name with a wildcard at the end of the name.
> **2) Party Name Search with Case Title** - same as option one above but displays case title with the results of the search.
> **3) Party Name Keyword Search** - searches for a party name with a wildcard at the beginning and the end of the name. This option is much slower than option number one.
> **4) Party Name Keyword Search with Case Title** - same as option three above but displays case title with the results of the search.

.   Type the criminal name and press the <Enter> key at the prompt. The name search is not case sensitive. Enter individual names in last name, first name format. Attorneys and judges may <u>not</u> be searched using the U.S. Party/Case index. See section 2.3 Name Searches for more information.

.   The U.S. Party/Case Index will prompt you for the portion of the country you wish to search. You may search all district courts within a state, several states, a circuit, several circuits, or all courts participating in the U.S. Party/Case Index. See section 2.4 Selecting a Portion of the Country to Search for more information.

.   The search will be performed and you will be prompted for your preference of how to view the data. You may view the data online, send the data directly to a printer, scroll the data no-stop in order to capture the information to a file, or download the data using X or Z protocol. See section 1.4 Saving Information for more details about viewing, printing, capturing, and downloading.

.   The search will produce a list of cases that match the search criteria you have entered. The U.S. Party/Case Index will display the party name, court in which the case is located, case number, filing date, and offense for each hit.

The court in which the case is located will be an abbreviation like TXW for the Texas Western District Court. The first two letters will be the postal abbreviation of the state the case is from with the following letter indicating the district within the state (C for central district, E for eastern district, M for middle district, N for northern district, S for southern district, and W for western district). For more information on a case from the list, you must dial into that particular courts PACER machine. See section 2.5 Getting More Information on a Case.

3.5   Criminal Offense Code Search

This option is temporarily unavailable.

3.6   Appellate Name Search

This option is temporarily unavailable.

4.   Other Menu Items

4.1   Date Ranges of the Information Provided

This option will allow you to view, print or download the date ranges of the cases in each court. You may check how far back the search will go and the last time the U.S. Party/Case Index was updated for each court.

4.2   Court Code List

This option will provide a list of the court abbreviations used by the U.S. Party/Case Index.

4.3   Courts Not Included in Index

This option will provide a list of the courts not included in the U.S. Party/Case Index at this time.

4.4   Message Center

This option provides a means by which messages can be sent to the System Administrator. Messages can consist of problems, suggestions or anything which may be of interest. These messages will be checked on a daily basis. In cases where a response is warranted please include your name and phone number. You may also email messages to the PACER Service Center at pacer@aottsd.uscourts.gov.

4.5   General Information and Bulletins

This option will provide announcements that may be of interest.

4.6   Review Billing History

This option will allow you to check the charges incurred to date on the U.S. Party/Case Index.

4.7   Change Your Password

This option will allow you to change your password into the U.S. Party/Case Index.

4.8   Nature of Suit Code Descriptions

This option will allow you to view, print or download a document containing the descriptions for the nature of suit codes.